

Training

CAP SENIOR MEMBER TRAINING PROGRAM

CAP Regulation 50-17, 15 July 1998, is changed as follows:

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Note: Shaded areas identify new or revised material.

Chapter 6

LEVEL IV, COMMAND AND STAFF

6-1. Command and Staff. CAP designed this level for members who desire to become high-level leaders in CAP. Criteria for completion of this level include:

- a. Complete Level III training.
- b. Attain a master rating in any specialty track.
- c. Prepare and deliver a CAP-related presentation to a non-CAP group **or** prepare an aerospace manuscript for publication. This requirement provides a forum for promoting CAP among civic organizations, church groups, governmental agencies, school groups, and similar organizations.
- d. Complete Region Staff College (RSC) or its approved PME equivalent (Attachment 2).
- e. Occupy a command or staff position for a total of 2 years of service to CAP.
- f. Serve as a staff member at a national, region, or wing conference, **or** serve as a staff member at a SLS or CLC.

6-2. Silver Star for Leadership Ribbon. Successful completion of the master rating in a specialty track results in award of the silver star (in place of the bronze star) for the Leadership Award ribbon (CAPR 39-3). Apply for authorization on CAPF 2a (Attachment 9). Include in Block VII the name of award achievement, date unit commander approves the master rating, and the specialty track number. The unit senior program officer provides requester signature. Approval authority belongs to the unit commander. The member may then purchase the ribbon from the CAP Bookstore.

6-3. Region Staff College (RSC). Region Staff College is the formal in-residence course required for completion of Level IV training. It prepares selected CAP officers to better execute the duties and responsibilities associated with CAP command and staff positions at squadron level and above. CAP officers who have completed Level III training and who hold command or staff positions are eligible to attend the RSC.

NOTE: When warranted, region commanders may permit attendance at Region Staff College prior to completion of Level III training. The written waiver from the region commander should be sent from the region commander to the RSC director prior to the start of the course.

a. Objectives. Upon completion of the course, members should be able to:

- (1) Deliver a CAP-oriented oral presentation (speech, lecture, briefing) lasting at least 10 minutes using a clear organizational pattern and adequate supporting material.
- (2) Demonstrate effective writing skills and use of proper written formats.
- (3) Perform effectively as a group member in the problem-solving process.

(4) Apply current management theory to human relations situations.

(5) Recognize leadership problems and determine solutions through group discussion.

(6) Demonstrate the ability to plan, conduct, and direct meetings, conferences, and training courses.

(7) Demonstrate a personal and professional commitment to the core values strategy.

b. Curriculum. The basic RSC will include:

- (1) Interpersonal Communications:
 - (a) Organizing to communicate
 - (b) Supporting ideas
 - (c) Logical thinking
 - (d) Preparing and presenting a 10-minute speech
 - (e) Effective listening
- (2) Group Communications:
 - (a) Group problem solving
 - (b) Group dynamics (process)
 - (c) Human relations and discrimination
- (3) Written Communications:
 - (a) Effective writing skills
 - (b) Familiarity with correspondence formats used by CAP and the USAF
- (4) Management:
 - (a) Functions of management
 - (b) Principles of organization
 - (c) Study of current theories of management
- (5) Leadership:
 - (a) Theory
 - (b) Problem solving
 - (c) How the CAP mission is accomplished within the region, i.e., emergency services/counterdrug, aerospace education, and cadet programs
- (6) Conference/Training Techniques:
 - (a) Teaching members to plan and conduct meetings
 - (b) Setting up wing/region conferences
 - (c) Directing a CAP SLS/CLC Course

c. Funding.

(1) National Headquarters partially funds the RSC at \$100 per student up to a maximum of \$3,500 (35 students). Additional funding for a student load in excess of 35 students is not available. ETS will send start-up funding of \$1,000 upon receipt of a Letter of Intent to conduct a college. This Letter of Intent indicates that the RSC Director is expecting a class of at least 10 students (10 students @ \$100 each = \$1,000). The letter for initial funding should be sent at least 90 days in advance of the start date. Also, if requested prior to the college start date, ETS will send additional advance funding of \$100 per student based on the RSC Director's *estimated* final class size.

(2) When the college is concluded, the RSC Director will forward a CAPF 11, *Civil Air Patrol Senior Program Director's Report*, to NHQ CAP/ETS, listing the students who actually attended. If the RSC Director underestimated the actual class size, ETS will send additional funding at \$100 per student, not to exceed a total funding level of \$3,500 for the college. If the RSC Director overestimated the class size, the RSC Director will reimburse NHQ CAP/ETS at \$100 for each non-attendee. However, in the event that less than 10 students attended, no portion of the initial \$1,000 start up funding is subject to the refund process. Only that portion of total funding in excess of the original \$1,000 is subject to refund to ETS.

Examples: If ETS sends \$2,500 in total advanced funding requests to support an estimated RSC attendance of 25, but the actual student count is 20, then the region will reimburse National Headquarters \$500. If the RSC Director's estimated attendance is 25, but the final student count is seven, the region will only have to reimburse National Headquarters \$1,500 (this protects a class size of less than 10 from having to repay any portion of the basic \$1,000 start-up funds). Regions that have been overpaid for RSC attendance should attach the reimbursement check to the CAPF 11, with a check payable to NHQ CAP Region Staff College Account. The director's report and reimbursement (if required) should be forwarded not later than 30 days after the last day of the college.

d. Planning:

(1) The region commander appoints a director to select a site and to select a faculty and staff drawn from the ranks of qualified CAP members, active military members, reservists, National Guard members, and professional educators. The director appoints a curriculum coordinator who develops the curriculum following the guidelines provided in paragraph 6-3.

(2) The *Civil Air Patrol News* provides publicity if the region commander submits pertinent information to HQ CAP/ETS prior to 15 November each year. The RSC director advises the region's wing commanders of dates, location, and details of the RSC as soon as they are confirmed. Wing commanders send the RSC information to all the wing's units upon receipt.

e. Reporting. The course director must forward the CAPF 11, *CAP Senior Program Director's Report* (Attachment 6), and course critiques to HQ CAP/ETS within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. The course director sends a copy, along with the RSC expense report, to the region commander.

6-4. Paul E. Garber Award. Completion of all requirements in Level IV entitles CAP members to receive the Garber Award. This award is named after a former air pioneer, aviation historian and curator emeritus of the National Air and Space Museum, and an advocate

of CAP. Upon completion of all Level IV training requirements, the unit's senior program officer records the data on the member's CAPF 45b (Attachment 4). The unit senior program officer completes CAPF 24 (Attachment 7), Item 10. Chaplains participating in the regular senior training program should also apply for the award by submitting a CAPF 24. Chaplains may substitute two Chaplain Service Region Staff Colleges for one regular Region Staff College (see paragraph 6-6). The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's signature. Wing headquarters retains a copy and forwards the original to HQ CAP/ETS. When approved, HQ CAP/ETS sends the certificate and ribbon to the wing commander for presentation to the member.

NOTE: Completion of Level IV with 4 years time-in-grade as a major, satisfies the training requirements for duty performance promotion to lieutenant colonel.

6-5. National Legal Officers' College. The National Legal Officers' College (NLOC) is a formal in-residence course for legal officers. It is the equivalent of a Region Staff College and course procedures are the same as for a Region Staff College. Curriculum development and content are a collaborative effort among HQ CAP/ET, the National Legal Officer, CAP General Counsel (HQ CAP/GC), and the NLOC director. HQ CAP/ET will be the final determinant as to whether the NLOC will receive regular RSC credit. Report NLOC completion in accordance with paragraph 6-3e.

6-6. Chaplain Service Region Staff College. Chaplain Service Region Staff College (CRSC) is a formal in-residence course. The college helps prepare selected CAP chaplain service personnel to better execute their duties and responsibilities associated with their CAP assignment. Chaplain service personnel who are participating in the regular Level IV senior training program may satisfy the requirement for RSC by attending TWO Chaplain Service Region Staff Colleges. Both CRSCs must be completed within a 5-year period. HQ CAP-USAF/HC handles instructions concerning appointment of a college director, curriculum approval, and funding. Director of the CRSC should consult HQ CAP-USAF/HC and CAPR 265-1, *The Civil Air Patrol Chaplain Service*, for guidance on administration and funding. The academic criteria outlined below establishes a curriculum equivalency standard for the CRSC as compared to the RSC:

a. The curriculum of each CRSC must satisfy the educational goals of :

(1) Providing education on a broad range of subjects designed to enhance professional growth and development of chaplain service personnel in support of the CAP mission.

(2) Providing training to increase the effectiveness of CAP chaplain service personnel in planning, developing, and executing their duties and responsibilities for service, spiritual guidance, and moral leadership in CAP.

b. Each CRSC lasts 20 hours. Of those 20 hours, the college must devote 6 hours to subjects directly related to CAP's three mission elements. The curriculum must include all three mission elements. Directors may vary the time devoted to each element. However, mission elements should receive no less than 6 hours of allotted time.

(1) HQ CAP-USAF/HC and HQ CAP/ETS must receive the proposed CRSC curriculum 90 days in advance of the course start date for joint approval. To assure a standardized, CAP-wide approach to CRSC development, directors must select their curriculum topics from the "Mission Elements," "CAP Operations," and "Professional Development" lists. A well-balanced curriculum should include topics from all of the major elements. Directors should vary the subjects presented each year to cover as many as possible over a span of several colleges. Subjects other than those listed require special approval from HQ CAP-USAF/HC and HQ CAP/ETS 120 days in advance of the course start date.

(2) Mission Elements (mandatory 6 hours).

Emergency Services

How SAR is conducted

Drug surveillance missions

Dealing with trauma

Chaplain's role in the field

Chaplain's duty to mission

General EMS overview

Emergency first aid

Chaplain's role in EMS

Family trauma counseling

Disaster relief program

Customs mission

Civil defense